

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON 25, D. C.

March 9, 1959

CIRCULAR NO. A-33
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Standards of specifications and utilization: Stationery, envelopes, and memorandum and messenger envelope forms

1. Purpose. This Circular (a) prescribes the standards of specifications and utilization of stationery, envelopes, and memorandum and messenger envelope forms for executive agencies, from which exceptions may be made only upon prior approval of the Bureau of the Budget; and (b) presents suggestions, developed together with the Post Office Department, for use by agencies in prescribing mailing practices. This revision replaces that of February 7, 1952, and Supplement No. 1 of January 19, 1953.

The principal changes are as follows: (a) specifications prescribing the color, size, and quality of paper, and color of ink to be used for letterhead and memorandum stationery, continuation sheets, and manifold (tissue) sheets are presented in a Table of Standard Specifications contained in Attachment A to the Circular; (b) instructions on mailing envelopes are limited to printing and procurement requirements; (c) Standard Form 64, "United States Government Office Memorandum," is discontinued upon exhaustion of existing stocks, and is replaced by Optional Form 10, "United States Government Memorandum," and by memorandum stationery the format of which is prescribed only to the extent of specifying the words "United States Government Memorandum" and the location of the agency name; (d) Standard Form 63, "Memorandum of Call," is revised for additional use as a means of referring a visitor to an appropriate person; (e) Standard Form 65, "U. S. Government Messenger Envelope," is revised to eliminate the "run number" space, thus providing additional address space; and (f) the material on mailing practices, contained in Attachment B, is revised to provide for use of (1) postal zone numbers, and (2) certified mail instead of registered mail when the mailing and receipt records provided by certified mail are adequate and when certified mail is permitted legally.

2. Stationery. Stationery items consist of letterhead and memorandum stationery, continuation sheets, and manifold (tissue) sheets. Attachment A presents a Table of Standard Specifications prescribing the color, size, and quality of paper, and color of ink to be used for stationery.

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- a. Letterhead stationery. Letterhead stationery is used in the formal correspondence of an agency where paper of a high quality identifying the agency is needed. Except as otherwise provided herein, the style and format for letterhead stationery may be specified by the ordering agency.

Embossing or engraving, and the printing of names of officers or officials on letterhead stationery are not permitted, except as authorized by the Printing and Binding Regulations issued by the Joint Congressional Committee on Printing. In order to prevent obsolete stocks, the printing of addresses and titles of officers, officials, or offices on letterhead stationery should be avoided.

- b. Memorandum stationery. Memorandum stationery is for correspondence on paper of less expensive quality and easily distinguishable from letterhead stationery, to be used when suitable for informal intra-agency and interagency communications, including agency-numbered forms and form letters, for correspondence with State and local government agencies in the administration of cooperative programs, and for other informal correspondence. It will be used where Optional Form 10, "United States Government Memorandum," will not adequately serve agency needs (see paragraph 4a). Memorandum stationery shall contain the masthead "United States Government Memorandum" at the top left half of the sheet in the area, and in the style of printing, as shown in Exhibit A. Where reproduction facilities do not permit this style, the masthead may be in typewriter style. Printing of the agency name is optional; when included, the name shall be in the space indicated at the top right. In addition, multiple-address communications and designated fill-in spaces may be arranged and printed on memorandum stationery as use for transmittal, reference, or other circumstances, including multiple-address communications and use in window envelopes, may dictate.

The restrictions included above under a, second paragraph, apply correspondingly.

- c. Continuation sheets. Continuation sheets, for use with either letterhead or memorandum stationery, shall bear no printing.
- d. Manifold (tissue) sheets. Manifold (tissue) sheets are for use in making carbon copies. Manifold (tissue) sheets containing printed letterhead are for use in making carbon copies that are sent outside the agency when identification of the agency is necessary. The printing shall be in the same format and ink color as used on letterhead stationery. No other printing shall be permitted on these sheets. Manifold (tissue) sheets used for internal copies of correspondence, including continuation sheets, shall contain no printing. Distinctive colors of paper may be used to denote "official file," "chronological file," and similar copies.

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✓ e. Procurement. Printed stationery prescribed herein shall be procured from the Government Printing Office or may be reproduced by agency printing plants or office reproduction methods as may be authorized by the Government Printing and Binding Regulations of the Joint Committee on Printing, Congress of the United States.

3. Envelopes (Mailing).

a. Printing. The printing of agency identification or address, penalty or postage and fees paid clause, and designation "official business" shall be in either black or blue ink.

In order to prevent obsolete stocks, the printing of titles of offices, officers, and officials on envelopes should be avoided.

Borders, markings, slogans, or designs shall not be included in the printing on mailing envelopes except when specifically approved by the Bureau of the Budget and in conformity with postal laws and regulations. As a general policy, both to reduce costs and to prevent undue publicizing of some activities of the Government in contrast to others, the use of borders, markings, slogans, or designs to support an agency or its programs shall not be authorized in any form, whether printed, stamped, or otherwise affixed.

b. Procurement. Printed envelopes (including air mail) shall be procured under the terms of Federal Supply Schedule contracts of the General Services Administration. The General Services Administration may authorize procurement of special sizes and types of envelopes, but agency requirements should be limited, where possible, to the sizes and types available under the Federal Supply Schedules. Blank envelopes for use in the District of Columbia shall be procured from the Government Printing Office, as required by statute (44 U.S.C. 225).

4. Forms. Attachment A contains a Table of Standard Specifications prescribing the color, size, quality of paper, and color of ink to be used for the optional and standard forms prescribed herein.

a. Optional Form 10, United States Government Memorandum. This form is designed to facilitate informal intra- or interagency correspondence, including correspondence with State and local government agencies in the administration of cooperative programs. It provides designated spaces for the insertion of names or identification of addressee and sender along with description of subject matter and date, following the format of discontinued Standard Form 64. Optional Form 10 is printed without agency name. It is intended for use by those agencies whose needs are met by a simple format and whose requirements,

if any, for the agency name or special fill-in data on memorandum stationery do not justify a special printing (see Exhibit B).

- b. Standard Form 63, Revised, Memorandum of Call. This form is prescribed to serve as notification of an incoming telephone call or of a visitor when the person called or visited is not available, and as a means of referring a visitor to an appropriate person (see Exhibit C).
 - c. Standard Form 65, Revised, U. S. Government Messenger Envelope. This form is prescribed for repetitive use in transmitting communications and printed matter between offices within the same city, and contains spaces for the names and addresses of addressees. The "Stop" number space is used primarily in the Washington, D. C., area but may also be used elsewhere. The revised form provides additional address space, the run number having been dropped.
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- a. Procurement. The optional and standard forms prescribed herein shall be procured from the Federal Supply Service, General Services Administration. Existing stocks of old Standard Forms 63, 64, and 65 shall be used until supplies are exhausted.
5. Suggested mailing practices. Mailing practices which are suggested for agency use are contained in Attachment B.

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Director